

DELAWARE MANUFACTURED HOME RELOCATION AUTHORITY

Tatnall Building – Room 113

Dover, Delaware

Minutes of September 14, 2005

IN ATTENDANCE:

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| Authority: | Stevan D. Class (Chairman – Colonial East) |
| | Caron E. Thompson (Hudson Companies) |
| | William Reed (DMHOA) |
| | Raymond Paylor (Division of Human Relations) |
| | Susan Laushey |
| | Teresa Rock (ARM) |
| | Jerry Heisler (Reybold Group) |
| | Ken Fuchs (Barclay Farms) |
| Attendees: | Dane Listug-Lunde (McBride Shopa) |
| | David Sullivan (Division of Revenue) |
| | Ruth Briggs King (FSMHA) |
| | Johnny Woods (First State Community Action) |
| Legal Counsel: | William A. Denman, Esquire |

I. CALL TO ORDER:

Chairman Class called the meeting to order at 1:10 p.m.

II. REVIEW AND APPROVAL OF MINUTES OF LAST MEETING:

Chairman Class presented the minutes of the June 8, 2005 and July 27, 2005 meetings for comments and corrections. Mr. Reed made a motion to accept the minutes as proposed. Ms. Thompson seconded the motion. After unanimous approval was given from the members present by voice vote, the motion was carried.

III. OLD BUSINESS:

A. ACTUARY COMMITTEE REPORT

Jerry Heisler reported that he had contacted Don Bueller (sp?) to conduct and independent report based on Dr. Arnold's final report to conduct his own model and data. He feels that the data (relocation benefits for single and double-sides, abandonment, and buyout) is confusing in the current model. Also, he would like Dr. Arnold to clarify the variables involved in his model. Mr. Heisler should have Mr. Buellers report by mid-October.

Mr. Denman will get in contact with Dr. Arnold to inform him of the boards consensus regarding his report. It was discussed by the members present that the board did not feel that Dr. Arnold answered the questions that the board had presented him with.

The board would like Dr. Arnold to make a presentation of his report at a future meeting.

Mr. Denman presented to the board that Dr. Arnold had submitted a bill for an additional 4.5 hours above his initial 60 hours. Ms. Rock made a motion to pay Dr. Arnold for these addition hours. Mr. Reed seconded the motion. After unanimous approval was given by the members present, the motion was carried.

IV. NEW BUSINESS:

A. ADMINISTRATIVE REPORT

Leslie Bird, administrative assistant, presented a payout sheet for Victorian Village. Benefits have been paid for 8 single unit homes and 16 multi-section homes. The current amount of benefits paid is \$156,438.01. Ms. King added that there are 6 tenants who have not yet applied for benefits. Also, there were 2 homes being repossessed by the bank and one eviction/repossession.

It was discussed by the board about instituting a time frame to apply for benefits. This item will be discussed at the next meeting.

Mrs. Bird also presented a new tenant application. It was recommended to add the new address where the home was being moved to and name of the park manager where the home is being relocated.

B. APPLICATIONS FOR BENEFITS

Mr. Denman presented the following pending applications:

Yvonne Williams – Mr. Reed made a motion to approve Ms. William's application for relocation benefits in the amount of \$4,000.00. Ms. Rock seconded the motion. After unanimous approval was given from the members present, the motion was carried.

Bonnie Snyder – Mr. Reed made a motion to approve Ms. Snyder's application for abandonment benefits in the amount of \$1,500.00. Ms.

Laushey seconded the motion. After unanimous approval was given from the members present, the motion was carried.

Russell Picket – Ms. Rock made a motion to approve Mr. Picket's application for relocation benefits in the amount of \$8,000.00. Mr. Fuchs seconded the motion. After unanimous approval was given from the members present, the motion was carried.

Samuel McAlpin – Mr. Fuchs made a motion to approve Mr. McAlpin's application for relocation benefits in the amount of \$8,000.00. Ms. Rock seconded the motion. After unanimous approval was given from the members present, the motion was carried.

Michelle MacDonald/Paul Hurley – Ms. Thompson made a motion to approve Ms. MacDonald and Mr. Hurley's application for relocation benefits in the amount of \$8,000.00. Mr. Fuchs seconded the motion. After unanimous approval was given from the members present, the motion was carried.

John Cullember – Mr. Fuchs made a motion to approve Mr. Cullember's application for relocation benefits in the amount of \$4,000.00. Mr. Paylor seconded the motion. After unanimous approval was given from the members present, the motion was carried.

C. FINANCIAL REPORT

Dane Listug-Lunde distributed a Financial Summary which was reviewed by the Authority. Ms. Rock made a motion to approve the financial summary as submitted. Ms. Thompson seconded the motion. After unanimous approval was given from the members present, the motion was carried. Mr. Listug-Lunde requested a transfer of \$20,000 from the Trust Account to the Operation Account for the purpose of paying bills. Ms. Thompson made a motion to transfer the funds. Mr. Reed seconded the motion. After unanimous approval from the members present, the motion was carried.

Mr. Listug-Lunde reported that the Authority needed to complete an end of fiscal year audit. Ms. Bird will contact the State Auditor's office to request assistance. If they cannot help, Mr. Listug-Lunde will recommend an outside auditing agency.

David Sullivan spoke briefly regarding delinquent accounts. He will bring the most recent collection forms to the next meeting. Mr. Sullivan also expressed that he would like to redo the collection form for next year to include tax and parcel ID numbers. He asked the board to present other ideas to include on the form at the October meeting.

V. MISCELLANEOUS:

Ms. King presented Johnny Woods from First State Community Action. Ms. King and Mr. Wood attended a tenants meeting at Holly Lake to discuss with the parks tenants the application process. The majority of the homes in Holly Lake will be abandoned due to age, and Mr. Woods informed the board that many of the applicants would qualify as first time home owners and use the abandonment benefits as a down-payment on their homes.

VI. ADJOURNMENT:

As there was no further business before the Board, a motion was made for adjournment by Mr. Paylor and seconded by Mr. Fuchs. After unanimous approval was given from the members present, the motion was carried. The next meeting of the RTA will be October 12, 2005 at 1pm. Location to be determined.

Respectfully submitted by:
Leslie M. Bird, Administrative Assistant
DMHRA